



Front Cover



Forklift
Safety
Check Book

STARTED
COMPLETED

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/	/	/

5 1302

Instructions Sheet
(Inside Front Cover)

Forklift Checks

- Fork arms:** No cracks or distortion. Evenly spaced on carriage plate and clips engaged.
- Mast:** No damage distortion or cracks. Inner channels or runners reasonably clean and smooth.
- Carriage plate:** No obvious damage. End stops secure.
- Lift chain & lubrication:** Free from damage or rust. All pins in place. Chain should be sprayed with a suitable lubricant every month or 250 hours.
- Wheels/tyres:** Undamaged. All nuts tight. No excessive wear, cuts or foreign bodies. If pneumatic, tyre pressure correct.
- Back rest:** Load backrest extension secure and not damaged or distorted.
- Seat/seat belt:** Correctly fixed to truck, not loose or damaged. Seat belt/restraint is properly secure & functioning.
- Steering:** Works properly in both directions at standstill and when moving.
- Lights/indicators:** All functioning.
- Horn/beeper etc:** Clearly audible.
- Mast controls:** Lift/lower, tilt and side shift operating properly.
- Hand/parking brake:** Strong enough to prevent truck being driven. Check it releases correctly.
- Driving & service brake:** Work properly in both directions when tested slowly.
- Hydraulics:** No damage or leakage from any point. Check fluid level in reservoir.
- Levels:** Coolant and engine oil levels correct. Top up if required (specify amount in comment box).
- Fuel/power:** Adequate for shift. Wear suitable PPE as required.
- Batteries:** Battery levels must be topped up with distilled water where necessary once a week. Wear suitable PPE as required.
- LPG:** Cylinder secure, pipes & hoses OK.

REPORT ANY DAMAGE OR NEAR MISSES
(HOWEVER MINOR) TO THE SUPERVISOR!



Checklist

Forklift safety checklist

Inspection Date:	Time:		
Inspector:	Location:		
Equipment Ref:			
Inspection type:			
At start of shift	<input type="checkbox"/>	Daily	<input type="checkbox"/>
		Weekly	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Comment
Fork arms			
Mast			
Carriage plate			
Lift chain & lubrication			
Wheels/tyres			
Back rest			
Seat/seat belt			
Steering			
Lights/indicators			
Horn/beeper etc			
Mast controls			
Hand/parking brake			
Driving & service brake			
Hydraulics			
levels			
Fuel/power			
Batteries			
LPG			
GOOD TO GO pod			
Inspector notes:			

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Edition 2